

REQUEST FOR REPROGRAPHIC SERVICES

YOU WILL BE CALLED WHEN THE
JOB IS READY TO BE PICKED UP.

Request for 15 copies or less (maximum of 50 originals) should be done on copying equipment on a self-service basis. Larger requests will be completed by reprographic personnel. Requests of 400 copies or more should be submitted on an SSA-100 through prescribed channels. See AIMS Chapter 3, Instruction 8, REPROGRAPHIC MANAGEMENT.

DATE OF REQUEST	DATE REQUIRED	COPY	NO. OF PAGES SUBMITTED	NO. OF COPIES EACH	TOTAL NO. OF COPIES
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ONE
SIDE
____ ONLY TWO
____ SIDED

REQUESTER	OFFICE	TELEPHONE NO.	ROOM NO./BUILDING
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BINDERY

PUNCHING

REMARKS:

ASSEMBLE

STAPLING

Plaintiff _____

____ YES

____ TOP

____ TOP

____ TWO

SPECIAL HANDLING

____ NO

____ SIDE

____ SIDE

____ THREE

Copy to:

OHA _____

RA _____

OGC _____

I certify this material is to be used for official government business

SIGNATURE

CLAIM FILE TO: _____

FOR OFFICE USE ONLY

EMPLOYEE NUMBER

DATE

TIME (am/pm)

JOB ACCEPTED BY

CASE NUMBER

CALLED REQUESTER TO PICK UP
DATE (Month, Day, Year) TIME (a.m./p.m.)

Form SSA-2977-U4-OH (4-85)
Prior edition may be used

Part 1 - JOB COPY
Part 2 - OPERATOR'S COPY

Part 3 - CONTROL COPY
Part 4 - CUSTOMER'S COPY